



AMERICAN BATTLE MONUMENTS COMMISSION

Date: 3/26/2019

Beryl Lipton
Muckrock.com
FOIA Tracking #: 2019-06

Dear Ms. Lipton:

This is to acknowledge receipt of your Freedom of Information Act (FOIA) request dated 3/25/2019, and received in this Office on 3/26/2019, for:

“The following materials related to the funding, staffing, and activities of this FOIA office:

1. For the years 2017, 2018, and 2019, all budget materials or plans applicable to offices responsible for processing and response to FOIA requests and appeals...
2. For the years 2017 and 2018, staffing reports and plans, including the count of employee numbers and for offices responsible for processing and responses to FOIA requests and appeals...includes the total number of hours worked for FOIA personnel, that version is preferred. If reports are available for each month, that version is preferred....
3. According to this agency’s “About Us” website (<https://www.doi.gov/foia/About-Us>): ‘The Department has decentralized its FOIA operations among 13 bureaus and offices, each of which has a Bureau/Office FOIA Officer leading its separately managed and resourced FOIA Program....all staffing reports and plans for the year 2019. If reports are available for each month, such a version is preferred...’
4. Contact information, including email addresses and phone numbers (if available), for each FOIA officer currently tasked with an open public records request...
5. For the years 2017 and 2018, the designated category of each requester of a FOIA request to this office, including those assigned to the following categories:
 - commercial;
 - educational and noncommercial scientific institutions;
 - representative of news media requester;
 - all other requesters

If this information is kept in an aggregate form including the number of requesters by fee category by year, a copy of this report will suffice to fulfill this element of the request.

6. For the years 2017 and 2018, the number of fee waivers granted by this office and, if available, the tracking numbers for the FOIA requests to which waivers were granted.
7. For the years 2017 and 2018, any report capturing the following information:
 - total estimated processing and copy fees quoted to FOIA requesters
 - total processing and copy fees collected by this Bureau from each fee category

If this information is kept in an aggregate form, such as a FOIA log, that material would be sufficient to satisfy the bullet points “FOIA requester categories” and “FOIA fee collection” if it captures the following information:

- FOIA tracking number
- requester fee category
- amount processing and copy fees associated with the request
- the status of the requester’s payment for the request.”

The Freedom of Information Act Office is processing your request on behalf of the American Battle Monuments Commission.

The records you seek require searches in other Offices, and so your request falls within “unusual circumstances.” See 5 U.S.C. 552 § (a)(6)(B)(i)-(iii). Because of these unusual circumstances, we need to extend the time limit to respond to your request beyond the ten additional days provided by the statute. For your information, we use multiple tracks to process requests, but within those tracks we work in an agile manner, and the time needed to complete our work on your request will necessarily depend on a variety of factors, including the complexity of our records search, the volume and complexity of any material located, and the order of receipt of your request. For example, our data indicates that requests in the simple and expedited tracks take about one week, and complex track requests average 21 days. At this time we have assigned your request to the complex track. In an effort to speed up our process, you may wish to narrow the scope of your request to limit the number of potentially responsive records so that it can be placed in a different processing track. You can also agree to an alternative time frame for processing, should records be located; or you may wish to await the completion of our records search to discuss either of these options.

If you have any questions or wish to discuss reformulation or an alternative time frame for the processing of your request, you may contact the analyst handling your request at foia@abmc.gov, or our FOIA Public Liaison, Jennifer Li, for any further assistance and to discuss any aspect of your request at:

American Battle Monuments Commission
2300 Clarendon Blvd, Suite 500
Arlington, VA 22201
Telephone: (703) 696-6781
Email: lij@abmc.gov

You may also contact the Office of Government Information Services (OGIS) of the National Archives and Records Administration to inquire into the FOIA mediation services they provide. OGIS can be contacted at the following:

Office of Government Information Services
National Archives and Records Administration
8601 Adelphi Road
College Park, Maryland, 20740
Telephone: (202) 741-5770

Facsimile: (202) 741-5769
Toll-Free: (877) 684-6448
Email: ogis@nara.gov

We have not yet made a decision on your request for a fee waiver. We will do so after we determine whether fees will be assessed for this request. In your letter you agreed to pay fees up to \$0 in the event that a fee waiver is not granted.

I regret the necessity of this delay, but I assure you that your request will be processed as soon as possible.

If you have any questions or wish to discuss reformulation or an alternative time frame for the processing of your request, you may contact me by telephone at (703) 696-8384, or you may write to me at: FOIA@ABMC.gov, or by mail via: FOIA Requestor Service Center, American Battle Monuments Commission, Suite 500, 2300 Clarendon Blvd, Arlington, Virginia, 22201. Lastly, you may contact our FOIA Officer and FOIA Public Liaison, Jennifer Li, via email: lij@abmc.gov, or by telephone at (703) 696-6781, if you have any questions regarding this matter.

Sincerely,

Beatriz Collazo
Records Officer
FOIA Assistant